

Development of Preliminary OahuMPO Vision, Mission, and Action Items

INTRODUCTION

The Oahu Metropolitan Planning Organization (OahuMPO) is undertaking a Planning Process Review to identify ways to improve the continuing, cooperative, and comprehensive (“3-C”) planning process between the OahuMPO and its participating agencies, other departments and agencies, and the public. As an outcome of this effort, strategies and best practices applications will also be identified to ensure that OahuMPO work products and programs not only meet applicable Federal requirements but also enhance the continuing, cooperative, and comprehensive planning (“3-C”) transportation planning process on Oahu.

The first stage of the Planning Process Review Project included a background review, regulatory and policy review, partner agency and stakeholder interviews, and review of MPO best practices. The information collected during this effort was synthesized and preliminary project findings were identified. These preliminary project findings were then categorized into “critical” and “key” issues and associated challenges and opportunities were identified for each issue. Based on the review conducted, one critical and five key issues were identified, which include:

- **Critical Issue:** *Address conflicts between Federal statutes and State legislation/local ordinances.*
- **Key Issue #1:** *Ensure continuation of funding for metropolitan planning on Oahu.*
- **Key Issue #2:** *Clearly define the role of the MPO as a decision-maker, consistent with Federal statutes.*
- **Key Issue #3:** *Address issues related to Policy Committee membership and subcommittees.*
- **Key Issue #4:** *Address issues related to OahuMPO work products.*
- **Key Issue #5:** *Address issues related to OahuMPO staffing.*

The next step following the identification of the critical/key issues above is to develop a draft vision for the OahuMPO. This vision will be designed to make the OahuMPO the best that it can be, striving to embody key principles of a “best practice” Transportation Management Area (TMA). The purpose of this document is to provide a draft vision and mission statement, as well as supporting goals and action items to be presented to the Policy Committee, Technical Advisory Committee, Citizens Advisory Committee, partner agencies, and other stakeholders for their review and input.



It is important to note that the action items included in this document have not been reviewed from a legal sufficiency perspective. The OahuMPO is in the process on hiring a Legal Consultant to ensure that any proposed action items, recommendations and changes needed to state and local regulations will meet Federal Statute 23 U.S.C. 134.

DRAFT OAHUMPO VISION

Vision: We provide high-quality regional planning services to Oahu.

OAHUMPO MISSION

Mission: We create value in regional planning through superior service, public engagement, innovation, leadership, and partnerships at all levels.

GOALS AND ACTION ITEMS

Goal 1: Ensure compliance with Federal metropolitan planning requirements for the OahuMPO Transportation Management Area.

Meet the requirements of all Federal statutes and regulations governing Transportation Management Areas to further the OahuMPO's value as an effective and respected regional planning resource and as a policy leader for expending Federal-aid transportation funds under the continuing, cooperative, and comprehensive planning (3-C) process.

For reference, Goal 1 addresses:

- *Critical Issue: Address conflicts between Federal statutes and State legislation/local ordinances.*
- *Key Issue #1: Ensure continuation of funding for metropolitan planning on Oahu.*
- *Key Issue #2: Clearly define the role of the MPO as the decision-maker, consistent with Federal statutes.*

Table 1.A: Action Items to Support Goal 1 (less than six months timeframe)

Action Items (less than six months timeframe)

- In preparation of upcoming Certification Review, obtain FHWA and FTA support and concurrence of actions and recommendations resulting from the Planning Process Review with the goal of receiving no pending corrective actions and at least one best practice comment resulting from the Certification Review.
- Receive the entirety of delayed funding of the Policy Committee and FHWA/FTA approved FY 2014 Overall Work Program.
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- Identify changes to the Comprehensive Agreement to ensure compliance with Federal statutes and requirements that address the following:
 - Distinguish the role of the OahuMPO to facilitate the 3-C transportation planning process for the metropolitan planning area.
 - Revise Policy Committee membership to be consistent with member location requirements of Federal statutes.
 - Position the role of the Policy Committee as the decision-maker on the use of Federal-aid transportation funds in the metropolitan planning area, including identifying priority projects from the approved Transportation Improvement Program for the non-state National Highway System roads and other City & County functionally-classified roads.
 - Clearly define all required MPO work products/programs.
 - Identify additional requirements and responsibilities for the OahuMPO as a Transportation Management Area.
- Research best practice examples of other MPOs to identify possible application to the OahuMPO, including:
 - MPO processes, projects, and work products (including those specific to Transportation Management Area MPOs).
 - Internal structure and staffing needs.
 - Authority and relationship to partner agencies.
 - Data collection authority and responsibility.
 - Relationship with the public and community outreach.
 - Financial programming.
 - Other essential and enhanced functions.

Table 1.B: Action Items to Support Goal 1 (six months to two year timeframe)

Action Items (six months to two year timeframe)
<ul style="list-style-type: none"><input type="checkbox"/> Complete Corrective Action legal review and recommendations to update the Comprehensive Agreement.<input type="checkbox"/> Repeal HRS 279E to eliminate current conflicts with Federal statutes and regulations concerning the metropolitan planning process.<input type="checkbox"/> Establish a Transportation Alternatives Program per MAP-21 to provide funding for eligible programs and projects.

Table 1.C: Action Items to Support Goal 1 (two to five year timeframe)

Action Items (two to five year timeframe)
<ul style="list-style-type: none"><input type="checkbox"/> Participate in Federal certification review that results in the identification of at least one best practice.<input type="checkbox"/> Establish MPO and TMA performance and evaluation criteria.

Goal 2: Empower and strengthen the OahuMPO's role as a decision-maker in the regional planning process.

Create a highly effective and efficient decision-making board that is supported by strong citizen and technical committees, maximizes all available tangible and intangible resources, and leverages the knowledge and experience of the community and partner agencies during all transportation planning processes.

For reference, Goal 2 addresses:

- *Key Issue #3: Address issues related to Policy Committee membership and committees.*
- *Key Issue #5: Address issues related to OahuMPO staffing.*

Table 2.A: Action Items to Support Goal 2 (less than six months timeframe)

Action Items (less than six months timeframe)

- Develop Policy Committee training and education program to reinforce decision making authority and responsibility of existing and new Policy Committee members.
- Evaluate Policy Committee structure, business practices, and processes to ensure transparency.
 - Change the name of the Policy Committee to Policy Board to reaffirm decision-making authority of board as opposed to advisory role of MPO committees. Note: An MPO is defined as a Policy Board in 23 U.S.C. 134(b)(2).
 - Establish Policy Committee bylaws to further define structure and ensure meeting attendance.
 - Create a standing meeting schedule (i.e., set date and time) for predictability and transparency.
 - Evaluate Policy Committee membership to consider additional representation by other agencies/organizations and type of membership (voting, non-voting and *ex officio*).
 - Provide for Policy Committee members to establish designees or alternates.
 - Update the Policy Committee agenda to include a regular report from the Executive Director, Technical Advisory Committee and Citizens Advisory Committee Chairs on actions and recommendations of the Committees to enhance communication between the Policy Committee and its Advisory Committees.
 - Exceed minimum meeting notice and material timeframe requirements to provide Policy and Advisory Committee members and the public more time to review materials prior to each meeting.
 - Email meeting agenda and support materials to Policy and Advisory Committee members in addition to sending via U.S. mail to expedite receipt of meeting materials.
- Evaluate Technical Advisory Committee structure, business practices, and processes to ensure transparency.
 - More clearly define the role of the Technical Advisory Committee and its processes.
 - Establish Technical Advisory Committee bylaws to further define structure and ensure meeting attendance.
 - Create a standing meeting schedule (i.e., set date and time) for predictability and transparency.
 - Evaluate Technical Advisory Committee membership to consider additional representation from other agencies/organizations and type of membership (voting, non-voting and *ex officio*).
 - Provide for Technical Advisory Committee members to establish designees or alternates.

Table 2.B: Action Items to Support Goal 2 (six months to two year timeframe)

Action Items (six months to two year timeframe)

- Evaluate and develop recommendations concerning organizational placement of OahuMPO.
 - Move OahuMPO under another agency, such as: Honolulu Authority for Rapid Transit, City and County of Honolulu Department of Transportation Services, the City and County of Honolulu Mayor’s office, the University of Hawaii, Hawaii Community Development Authority?
 - Establish OahuMPO as a semi-autonomous agency?
 - Establish OahuMPO as an autonomous (stand-alone) agency?
- Evaluate, review and develop recommendations for improvements to OahuMPO administrative processes. Implement recommendations concerning Policy Committee structure, business practices, and processes.
- Implement recommendations concerning Technical Advisory Committee structure, business practices, and processes.
- Identify parent/sister TMA MPO(s) to serve as an informational and technical resource to the OahuMPO.
- Evaluate and develop recommendations to adjust OahuMPO staffing needs/structure to support recommendations from the Planning Process Review and Corrective Action legal review.
- Evaluate and develop recommendations concerning need for additional advisory committee needs, such as: bicycle and pedestrian, environmental, complete streets, land use, economic development, or a multi-modal livability/sustainability committee.
- Identify a planning level study to demonstrate what other MPOs are doing and what the OahuMPO can do on Oahu.
- Evaluate financial programming best practices for applicability to the OahuMPO.
- Evaluate and develop recommendations that focus on customer experience, identifying the public as the first customer.

Table 2.C: Action Items to Support Goal 2 (two to five year timeframe)

Action Items (two to five year timeframe)
<ul style="list-style-type: none"> <input type="checkbox"/> Implement recommendations concerning organizational placement of the OahuMPO. <input type="checkbox"/> Continuously communicate with other MPO TMAs to exchange planning methods, ideas, information, programs and experiences to increase knowledge and understanding of board and committee practices, technical program participants and staff. <input type="checkbox"/> Implement recommendations to adjust OahuMPO staffing needs/structure. <input type="checkbox"/> Implement recommendations concerning need for additional advisory committees.

Goal 3: Plan for sustainable and livable growing communities on Oahu.

Prepare planning products and provide planning services to support and guide growth in an economically vibrant, sustainable, and responsible manner, respecting the significant cultural, historical, and environmental assets found on Oahu.

For reference, Goal 3 addresses:

- *Key Issue #4: Address issues related to OahuMPO work products.*

Table 3.A: Action Items to Support Goal 3 (less than six months timeframe)

Action Items (less than six months timeframe)
<ul style="list-style-type: none"> <input type="checkbox"/> Evaluate and update Overall Work Program procedures, evaluation criteria, and timeline including a process for evaluating the viability of OWP projects that have been previously approved but not started within a two year period. <input type="checkbox"/> Establish procedures of compliance with State Procurement Office (SPO) guidelines for all projects included in the approved Overall Work Program. <ul style="list-style-type: none"> ▪ Evaluate, review, and develop recommendations addressing the OahuMPO Auditor’s Management letter of January 31, 2014 <ul style="list-style-type: none"> ○ Review Overall Work Program (OWP) Process and Procedures document on a periodic basis and develop a framework and timeline related to the evaluation and revision of the existing document ○ Consider written certifications from partner agencies regarding compliance with SPO guidelines for projects funded through the OWP ○ Develop written procedures regarding how procurement is to be done at OahuMPO in accordance with SPO guidelines:

- Document qualifications of committee members to serve on review and selection committees.
- Designate a person within OahuMPO outside of the Executive Director and Project Manager to receive all proposals and document their receipt.
- Standardize review and selection criteria to the extent possible.
- Consider whether the Executive Director should be present at the selection committee meetings.
- Eliminate any perceived noncompliance with SPO guidelines.
- Consider using unspent local share from discrete planning projects to offset the local match requirement from member jurisdictions the following year.
- Use the interest earned by OahuMPO deposits as local match.
- Where applicable, take steps to ensure that sufficient in-kind contributions are assured before starting any project using Federal funds.
- Evaluate and update Oahu Regional Transportation Plan procedures.
- Evaluate and update Transportation Improvement Program procedures.

Table 3.B: Action Items to Support Goal 3 (six months to two year timeframe)

Action Items (six months to two year timeframe)
<ul style="list-style-type: none"> <input type="checkbox"/> Refine OahuMPO technical/project prioritization processes. <input type="checkbox"/> Update the OahuMPO Overall Work Program. <input type="checkbox"/> Complete, test and validate land use data/model and integrate with the Transportation Demand Forecasting Model. <input type="checkbox"/> Complete Transportation Revenue Forecasting & Alternative Revenue Exploration <ul style="list-style-type: none"> ▪ Develop financial plan for next ORTP <input type="checkbox"/> Prepare the 2040 Oahu Regional Transportation Plan. Establish linkage between planning and National Environmental Policy Act (NEPA) process required under MAP-21. <input type="checkbox"/> Update performance measures based on best practices and MAP-21 guidance. <input type="checkbox"/> Update and improve Congestion Management Program, considering best practices. <input type="checkbox"/> Update and improve Intelligent Transportation System (ITS) Plan, considering best practices. <input type="checkbox"/> Conduct Title VI/Environmental Justice update, considering best practices. <input type="checkbox"/> Evaluate/update Public Participation Plan, considering best practices. <input type="checkbox"/> Conduct freight and goods delivery study, considering best practices. <input type="checkbox"/> Hold or participate in an economic development summit on Oahu. <input type="checkbox"/> Review best practices for utility coordination and develop recommendations for implementation. <input type="checkbox"/> Evaluate and develop recommendations concerning OahuMPO’s participation in transit decision-making on Oahu.

Table 3.C: Action Items to Support Goal 3 (two to five year timeframe)

Action Items (two to five year timeframe)
<ul style="list-style-type: none"><input type="checkbox"/> Update Transportation Improvement Program.<ul style="list-style-type: none">▪ Improve quality and transparency of TIP financial plan<input type="checkbox"/> Establish Oahu Regional Transportation Plan procedures.<input type="checkbox"/> Lead or participate in the creation of shared regional vision for Oahu.<input type="checkbox"/> Integrate livability planning into transportation planning process.<input type="checkbox"/> Conduct land use and transportation scenario planning.<input type="checkbox"/> Enhance safety data management and analysis processes, including project identification and funding.<input type="checkbox"/> Address data management tools and data gaps.<input type="checkbox"/> Integrate HCDA into the metropolitan planning process on Oahu.<input type="checkbox"/> Implement recommendations concerning utility coordination.